



Job Announcement

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Opening Date:	February 6, 2015	Closing Date:	February 13, 2015
Job Title:	Judiciary Clerk II - Clerk's Office	Position Type:	Regular Full Time
PIN:	088756	FLSA Status:	Non-Exempt
Location:	Circuit Court for Charles County LaPlata, Maryland	Grade/Entry Salary:	J06 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: This is specialized work in the Clerk's office of the Circuit Court for Charles County. The successful candidate will be required to operate a personal computer and a variety of other office machines including a cash register and photocopier. Processes and maintains court files in the various sections of the Circuit Court Clerk's office. This position involves extensive contact both by telephone and in person with judges, attorneys, employees of court-related agencies and with the general public. The duties of this position may include: typing docket information about the status of cases or about the Clerk's Office procedures; labeling files; filing mail; performing marriage ceremonies; entering subpoenas; processing Show Cause orders; processing Equity cases; affixing the seal to appropriate paperwork; updating case histories for upcoming dockets; assigning parking spaces and other duties as assigned. Will be expected to cross train and assist in other sections of the Circuit Court clerk's office.

Education: High School Diploma or GED.

Experience: One year of related experience.

Preferred: Prior work experience working with court procedures and court documents as well as familiarity with court terminology.

Skills/Abilities: Ability to operate a personal computer and to communicate in an effective, patient, tactful manner with customers and co-workers; review comments and notations and record essential information; to review and interpret documents and follow office procedures; knowledge and ability to apply policies, procedures, rules, regulations and laws as required in a neat and accurate manner. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Charles County
Sharon L. Hancock, Clerk of Court
P.O. Box 970
La Plata, MD 20646

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.